



## **ADMINISTRATIVE SUPPORT SUPERVISOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the administrative and legal support or investigative support operations within the City Prosecutor's Office or Criminal Investigations Bureau in the Police Department; and to perform a wide variety of responsible and complex administrative, secretarial and clerical duties for the division.

### **Supervision Received and Exercised:**

Receives general direction from the City Prosecutor or Criminal Investigations Bureau Commander, depending upon assignment.

Exercises direct supervision over assigned administrative and investigative support staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

### **Experience and Training Guidelines:**

#### **When assigned to the City Prosecutor's Office:**

- Plan, prioritize, assign, supervise and review the work of staff involved in administrative and legal assistant support duties for the City Prosecutor's Office; review work for accuracy.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for administrative and investigative support; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities; recommend improvements in workflow, procedures and use of equipment and forms.

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### Administrative Support Supervisor (continued)

- Prepare and revise various operating procedures, rules, and regulations upon request; develop and revise office forms and report format, as well as report preparation procedures.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; recommending expenditure requests for designated accounts; monitor and control expenditures and budget accounts.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Process Motor Vehicle Division (MVD) and police department reports; order certified copies of MVD reports and notices of suspension from MVD; redact all victim information in compliance with the Victim's Rights Laws on all reports; order copies of prior orders of protection, records from prior cases from Superior Court, and records of prior convictions through gathering police reports from other jurisdictions.
- Process discovery requests including the preparation of disclosure statements and lists of witnesses and exhibits; process Motion to Continue, Motions to Dismiss, Allegations of Priors, Petitions to Revoke Probation, and other miscellaneous pleadings.
- Process long form complaint procedures including logging in police reports, complying with Victim Rights and new domestic violence issues, and notifying detectives of approvals and denials of each complaint; process subpoenas issued for hearing and any reissues depending on any requests for continuance; process appeals in Appellate Court.
- Participate and assist in the administration of the office; research, compile, analyze, and summarize data for special projects and various comprehensive reports; prepare or direct the preparation of annual, quarterly or administrative reports; prepare minutes of meetings; supervise the ordering and storage of appropriate supplies.
- Respond to complaints and requests for information on regulations, procedures, systems and precedents; receive and route mail.
- Type and proofread a wide variety of reports, letters, memos and statistical charts; type from rough draft, verbal instruction or transcribing machine recordings; independently compose correspondence related to assigned responsibilities.
- Maintain personnel and payroll records; process paperwork for personnel actions including new hires, terminations and promotions; coordinate recruitment process with Human Resources; monitor performance and provide appropriate forms to staff.
- Maintain calendars of office activities, meetings and various events; coordinate activities with other City departments/divisions, the public and outside agencies.

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### Administrative Support Supervisor (continued)

- Organize and maintain complex technical filing systems.
- Operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain disc storage and filing.
- Perform related duties as assigned.

#### **When assigned to the Criminal Investigation Bureau:**

- Plan, prioritize, assign, supervise and review the work of staff involved in administrative and investigative support duties for the Criminal Investigations Bureau; review work for accuracy.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for administrative and investigative support; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities; recommend improvements in workflow, procedures and use of equipment and forms.
- Prepare and revise various operating procedures, rules, and regulations upon request; develop and revise office forms and report format, as well as report preparation procedures.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; recommending expenditure requests for designated accounts; monitor and control expenditures and budget accounts.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Participate and assist in the administration of the office; research, compile, analyze, and summarize data for special projects and various comprehensive reports; prepare or direct the preparation of annual, quarterly or administrative reports; prepare minutes of meetings; supervise the ordering and storage of appropriate supplies.
- Respond to complaints and requests for information on regulations, procedures, systems and precedents; receive and route mail.
- Type and proofread a wide variety of reports, letters, memos and statistical charts; type from rough draft, verbal instruction or transcribing machine recordings; independently compose correspondence related to assigned responsibilities.

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### Administrative Support Supervisor (continued)

- Maintain personnel and payroll records; process paperwork for personnel actions including new hires, terminations and promotions; coordinate recruitment process with Human Resources; monitor performance and provide appropriate forms to staff.
- Maintain calendars of office activities, meetings and various events; coordinate activities with other City departments/divisions, the public and outside agencies.
- Organize and maintain complex technical filing systems.
- Operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain disc storage and filing.
- Perform related duties as assigned.

### **Experience:**

Requires the equivalent of three years of full-time, responsible clerical or secretarial experience, including public contact, preferably in a public agency. When assigned to the City Prosecutor's office, previous legal support work is desirable. Previous lead or supervisory experience is preferred.

### **Training:**

Equivalent to completion of the twelfth grade supplemented by specialized administrative course work in general office and business practices. Associate's Degree is preferred.

### **Licenses/Certifications**

For the Criminal Investigations Bureau assignment, selected candidates must pass a Police polygraph and background examination.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 1116**

**Salary Range: 25**

**FLSA: Non-Exempt**